

## Appendix A: Preliminary Questions for Trustees

- **How will you maintain connection with those who cannot gather in-person, even when restrictions are lifted?**
  - For phases 2 and 3, continue practices of phoning parishioners by-weekly. Distributed permission forms week of June 1<sup>st</sup> to all on parish list and follow-up with those who are unable to return them to get verbal permissions. Then distribute a phone list to all parishioners. Establish telephone tree with mix of current parish council members and others who offer to exercise this pastoral care ministry.
  - Continue to mail Sunday bulletins to those who indicate they would like to receive a print copy, along with print copy of Friday e-newsletter
  - Continue Friday e-newsletter with links to zoom meetings, website, and Youtube channel
  - As restrictions for home visits are lifted, prepare by training those interested in pastoral care ministry to assist clergy
  - Continue art sharing projects for major festivals (e.g. harvest, All Saints)
  
- **How many people can your worship space hold if you are worshipping with household groups sitting six feet apart? How will you adjust seating/mark the space to assist those attending to maintain social distancing? Would worshipping in your parish hall provide more space?**
  - Parish church can hold 32 in pews. Pews will be marked with green strip for designated seats. Chancel can hold 3-4: priest at prière-a-dieu, musician at organ, videographer at pulpit, potentially soloist at rear choir stall near east door
  - Couples can sit together and still maintain the 2 m distance to the next person. Larger households may need a designated pew (e.g. at the rear west side).
  - Traffic patterns need to be adjusted to minimize cross-over. The doors from the narthex into the worship space can be designated as “in” and “out” with red and green symbols to mark which is the right way. The long table from the narthex can be moved to segregate flow. In the nave, the centre aisle can be used for walking “in” towards the altar and the side aisles for “out” towards the rear exit. Special attention will have to be paid to encourage people who are in first and without mobility issues to take the seats nearest the window and leave the centre seat for later comers and those less able.
  - Although the parish hall can hold 50 in single chairs spaced across the floor and into alcoves, the feeling is that it is preferable to get used to the floorplan of the church in preparation for phase 3 and 4
  - It is unlikely that we will hit capacity in the early weeks of phase 2. If we do, we can expand to re-start the 8 am service as Matins in addition to the 10 am

- **How will you discourage congregating after worship services?**

- after dismissal and organ postlude, ask congregants to leave from the back using the side aisles as possible
- priest to go directly to sacristy to disrobe rather than stand at door of church
- continue Zoom coffee hour at 11:30 as encouragement to get home in time

- **How will you continue to be invitational and open to people that are not yet part of your community?**

- Signage in Lych Gate and online inviting people to worship either virtually or in-person
- Worship materials and service bulletins outside building for people to take or meditate in memorial garden
- Designate a couple of seats near rear of church for visitors (easy in and out)
- Agapé gathering, Bible study, and coffee hour links on website with appropriate precautions for “zoom bombing”
- Work on prayer request function through website as means to connect (e.g. email for response)

- **How will you ensure sanitation and disinfection for all your communal spaces? How will you potentially notify people about the emergency-only use of bathrooms? When needed, how will you sanitize bathrooms after every use?**

- Janitorial service currently on Saturdays, after individual weekly usage and before congregational gathering. Work with Jani-King on specifics of what surfaces need to be disinfected (doors & railings, light switches, pews, bathrooms and kitchen). Tenants to have own plans for sanitizing areas of usage as part of return agreement. Segregate spaces as far as possible (move Koreans’ equipment to hall from nursery on temporary basis for phase 2?). Daycare has own cleaning protocols and designated space. They will not be using church hall.
- Bathrooms in church basement only to be used by staff during week.
- Designated stall in hall bathroom for emergency use only. Hall is to be kept locked and person in need to be escorted to hall by sidesperson or designate with a key. That person to Lysol wipe all touched surfaces (toilet, railing, sink faucet, knobs) after use. Other two stalls of bathroom for Good Stewards use only.

- **How might your building use agreements need to be updated to reflect the new realities revealed by the pandemic?**

- New agreements to be written for tenant groups: SMP and Good Stewards asap
- Review standard agreement for users and include cleaning protocols, waiver, and right of church to end usage if violations

- **How will you maintain necessary stewardship and fund-raising activities to maintain operations while the congregation, or part of it, is dispersed?**
  - Already have P.A.D.s and ability to donate through website. Advertising this with every online service
  - Plan an online fundraiser (e.g. auction with photos)?
  
- **What assets do you have (space, yard, volunteers) that might be used to respond in service to your community in light of the pandemic?**
  - Offer use of parking lot or parish hall to local health authorities for testing or vaccination clinics
  - Possible distribution point for community supplies as needed
  
- **If someone contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?**
  - contact tracing through record of all attending in-person gatherings. Sidesperson to check off names of parishioners attending each service and have form to record date, name, address, phone and email of visitors.
  - If positive case is heard through parish, warden or priest to contact Coastal Health Authority. Then contact parishioners who came into contact by email (bcc) or phone (from member of Leadership team) to let them know that there has been a case and their contact information may have to be shared with the public health authority. Self isolation and monitoring for 14 days to be accompanied by phone calls from church leaders for pastoral care. If health authority contact parish with positive case that visited St. Martin's, we may either have to let parishioners know on their behalf or share information with them.
  
- **If someone who has been in your building contracts COVID-19, how will you conduct an intensive cleaning prior to its next use?**
  - shut down building immediately to all groups for 7 days
  - contract with Jani-King to do extra cleaning according to best practices and health authorities standards
  - comply with all health authority procedures
  
- **How will you communicate your safety plan and best practices to the congregation?**
  - post plan on website, outside office, and outside church on Lych Gate boards
  - communicate via Friday e-newsletter as to what to expect in 2 weeks before phase 2 reopening

- post and share maps of parish buildings, zones and traffic patterns, signs advising social distancing and proper handwashing procedures

- **How will you continue to offer online ministry?**

- Bible studies and courses through Zoom or combination of in-person and Zoom
- continued broadcast and recording of Sunday services
- parish council and trustees by zoom through summer at least
- look at getting large screen tv for meeting room to do “combination” in-house and remote participation
- look at ways to continue work of interim during summer through remote means

## 1. **Other Questions to Consider**

While guidance as to specific practices is given below, it is also important for each congregation, in their own context, to engage with and consider practical questions, as follows:

- Given what you have learned during the time period of streaming worship, including non- Eucharistic worship (forms of the Divine Office and other ways of praying), how will your worship be different? Will you continue to stream worship or offer online options?

- set up to Zoom Sunday mornings and record for parishioners, paying attention to video permission for those who appear in leading worship

- How will you encourage smaller group (less than 50 people) activities (such as online Bible studies, Sunday School, etc.) as a ramp-up strategy ahead of Sunday gatherings?

- continue Bible study and parish meetings through Zoom
- strategize with Sunday School coordinator regarding Children’s focus in service and making activity packs for Sunday mornings for younger people remote and physically present

- What practices of leading worship in this interim need to be passed on to lay people, so that lay and clergy leadership can guide the parish through this phase?

- selection and singing of choral music to musician and possible soloist
- administrator to set up and oversee rota of readers (1 per week instead of two) and intercessor (if not reader)
- rehearsal of sidespeople for new duties, then overseen by a warden each week
- in absence of server, altar guild or designate to light and extinguish candles

- How will you cap attendance at below 50 (say, at 40 or so – or fewer, if required in your space, in order to preserve physical distancing requirements) so that there is room for members of the community to join you?

- poll of parish as to numbers likely to show up
- soft opening first week for invited parishioners (those active in liturgical duties)
- if poll shows small numbers will come back at start, grow gradually until at 25- then consider either sign-up list and/or reinstating early service as the “drop-in” option

- How will you limit the number of people serving in worship (such as lectors, acolytes, multiple clergy, etc.), so that more people may be able to attend in the congregation?

- only 4 places to sit in chancel: priest, musician, videographer, and possibly distanced soloist in choir pew. This will suffice for Matins in phase 2
- right-hand front pew by lectern as designated seat for reader (1 per service instead of 2)
- possibly have intercessors give prayers to reader to read if not the reader that week or find alternate place for intercessor so as not to have microphone used by more than one person. Could have intercessor sit in pew in front of pulpit and have second stand mike for him/her

- How might parishioners invite others to join them in returning to worship?

- could sign up friend as invited guest on list in parish office so as to keep track of numbers
- still need to respect physical distancing in seating
- allocate two back pews for visitors? (that would encourage parishioners to sit further up)

- How will you discourage the receiving line after church and/or congregating after worship services and at other times?

- Have priest go to vestry after service to wash and change instead of standing by door
- Designated exit line that channels people outside
- Social distancing signage
- Keep Zoom coffee hour going so people have to get home for it!

- How will greeters/ushers help to monitor adherence to attendance and other guidelines? How will they also model masking and physical distance?

- First sidesperson to stand outside to greet and offer hand sanitizer and mask and point to posted safety plan
- In sight line to second sidesperson inside door (on other side of table in “out” side) who will check off parishioners on list or fill out form for visitor and point them to seating
- Both sidespeople to be gloved and masked
- Cheerfully greet and wave

- If offering outdoor worship opportunities, how will you ensure safety which is equal to or greater than indoor worship?

- Not planning on outside worship for Sunday mornings at this time
- For interments in memorial garden, people can physically distance around upper walkway and only immediate family (if already in same “bubble”) with priest in garden

- Do you have the masks and cleaning supplies needed to clean the common spaces?

- need to order masks and cleaning supplies through Jani-King or pick up. Sarah to check with Jani-King, otherwise need a volunteer to get from list in office

- How will you ensure cleanliness and sanitation in regard to the following items and spaces?

- Worship leaflets/bulletins: to be placed in designated seats in pews. Participants asked to pick up and take home afterward or to dispose in recycling bin at exit so sidespeople don't have to touch
- any books: all books removed from pews and common spaces, including guest book. Prayers can be emailed in to office through website or zoom chat
- the spaces where smaller groups gather during the week or on a Sunday: phase 2- no groups in church buildings and no parish groups working outside (work parties etc.). Phase 3: each group responsible for own safety plan. Supplies and instructions to be posted in each room.
- church office activities: current office protocols for sanitizing surfaces at beginning and end of time and physical distancing remain in place. Visitors and trades requested to phone first (no drop-ins).
- Playgrounds: Daycare is to take care of own playground and spaces, which are off-limits to others.
- Bathrooms: bathrooms on office level off-limits to all but priest, administrator, and those with access and permission for office for phase 2. For phase 3, office level bathrooms only open to those who are booked for meeting rooms or have business on that level. Groups to sanitize before and after each use. For hall bathroom: one stall for emergency use only on Sunday morning with sidesperson responsible for sanitizing after each use. Other two stalls only to be used by tenant group using hall and responsible for sanitizing after each use. Phase 3 cleaning before and after each group use if health authorities have relaxed requirements
- Physical items such as the altar: phase 2 only priest, phase 3 only priest and altar guild with handwashing before and after service, sanitizing for communion, and social distancing
- Pulpit: not being used in phase 2 or 3. Videographer may sit in chair beside pulpit and have equipment in that corner. To be sanitized by him/her after use.

- lectern (including microphone): only to be used by 1 reader. Sanitized before and after service. If intercessor, set up second microphone in front of pulpit.
- Kneelers and pews: sanitize before and after (each) Sunday morning service
- communion rail: not to be used. For phase 3, communion in one kind to be distributed standing at chancel step (aisle to altar rail is too narrow to allow physical distancing going up and returning)

● How will you ensure the sanitization and safety practices for the following people and activities?

- Altar Guild: phase 2: wash hands before and after setting up for service (hangings, flowers). Not to put out vestments for priest (let her do it herself). Physically distance in sacristy and sanctuary. Phase 3: wash hands before and after setting up for service. Observe physical distancing and protocols for sterilizing holy hardware after communion. Reserve sacrament is not to be kept in ombrey.
- Sunday School workers: no Sunday school in phase 2 or 3. Nursery room and playground closed. Activity packs may be prepared offsite with care if sealed in ziplock bags and quarantined for 72 hours before service. Activities may be posted online on website. Children to be greeted warmly at services but no physical touching. Set aside back pew for large family groups
- Sidespersons: self-selection of younger/healthier persons for duties in phase 2. After sanitizing hands, and wearing masks and gloves, 2 sidespersons a week to greet and orient people to protocols- mask and sanitize, name-taking and safe entry and seating. Bathroom cleaning basket for sidesperson or designate to accompany worshipper to hall washroom.
- Acolytes: none in phase 2 or 3. In phase 3 priest will set the table and administer in one kind.
- musicians: organist to be masked and sanitized before service. Remain seated at organ/piano for duration of service in phase 2. Musicians may cantor for choral music if properly distanced (5 meters from congregation and others). Soloist in back pew of choir near east door facing diagonally to congregation (do we need Plexiglass shield in front of choir pews?)
- money counters: counters to sit at opposite ends of long table in narthex after church has emptied to do collection. One to count, one to record without sharing money or documentation. Money to be sealed in bag, wiped down, then taken to office safe by 1 person while other observes.
- seniors and at-risk people: In phase 2, continue reassurance and education about ways to safely engage in worship and community remotely. If seniors choose to attend in-person gathering, special attention for those with mobility needs to get “parking” on centre aisle and to be last out when safe to navigate without others too close. Removal of cushions from church pews might necessitate seniors to bring own with them.

● Will you celebrate with a special first day back to worship liturgy? If so, how will you try to make sure that as many people as possible can feel part of this special occasion (even where

physical distancing requirements mean that not everyone can attend the same liturgy in person?)

- no. Preference is for a “soft opening” to try out protocols and adjust if necessary. Maybe a special day for first celebration of communion in-person for phase 3 (with perhaps opportunity for preparation and optional private confession beforehand? We could do “drive-through” 😊

# **Submission**

## **Reopening Plan for St. Martin, North Vancouver**

### **Introduction**

As followers of Christ, the people of St. Martin's believe in the healing love and care of God demonstrated through the life of the Church. We want our physical buildings to be a safe and healthy place for all who gather, and for our interactions with each other and the public to be compassionate, wise, and respectful. In re-opening our church buildings for mission and ministry, we want to follow best practices of our public health authorities and our Anglican Diocese of New Westminster. This plan is to outline how we will implement the details of the Diocesan plan for our particular community.

### ***Phase I***

During phase I of the Diocesan plan for parish activities, the community of St. Martin's has been carrying out the ministries of the Church according to the published and circulated protocols.

Eucharist has been online only. Services have been pre-recorded in the parish building with the priest, musician, a reader/communicant, and an intercessor, along with a videographer. Sometimes the readings, intercessions, and sermon have been added to the recording by Zoom at another time. The recorded services are posted on the parish Youtube channel for 8 am Sunday mornings. Participants are socially distanced and follow safe practices. Only the musician and priest sing the parts of the liturgy, physically distanced by 5 m.

Services of the word have been online only, using the above practices. Usually this is Matins from the Book of Common Prayer for Sunday mornings and a live once-a-month Zoom Sunday afternoon service.

A service of memorial has been held online in conjunction with St. Catherine Capilano to honour three parishioners who have died during the last 3 months. No funerals, weddings, or other services have been held in person.

Parish activities have been carried out using teleconferences, Zoom, and email. Parishioners have been contacted biweekly through a telephone tree. Parishioners without email or internet access have received phone calls and have Sunday service bulletins mailed out to them.

Office use has been limited to the parish administrator and the priest. Occasional access with prior notice has been granted to the musician, wardens, treasurer, bookkeeper, and janitorial service. Protocols for disinfection after each person are in place.

All user groups have been suspended since March 18, 2020. Three tenants: Lil Bloomers daycare, Good Stewards Korean Church, and SMP (a community theatre group) have not been using the building for their activities to date.

### ***Phase 2***

During phase 2, St. Martin's understands that Eucharist remains online only. Permission to have Services of the Word in person will allow a modified Matins on Sunday mornings. We will continue to record the Sunday service to share with those who cannot attend in person. We are moving from pre-recorded service to Zoom meeting service with subsequent recording available on Youtube channel. The Agapé Gathering on 1<sup>st</sup> Sundays will continue by Zoom. We anticipate requests for funerals and interments in our memorial garden and include protocols in place to address these. Our one confirmed wedding has been postponed to June 2021.

Formation, fellowship, fundraising, and pastoral care will continue by virtual means. We would like to have distanced one-on-one pastoral visits in outside memorial garden walk-way upon pre-arranged appointment with the priest.

Activities in the building will continue to be limited to office and essential maintenance. The plan is to spatially separate tenant groups who choose to resume meeting according to the health authorities. St. Martin's will base its worship in the parish church (maximum 38 people). St. Martin's can offer Good Stewards Korean Church the parish hall (maximum 50 people) for its services. The daycare has a separate designated space in the facility and SMP is anticipated not to return to the fall. An updated agreement for this tenant is in process.

### ***Phase 3***

St. Martin's plans to proceed with in-person celebrations of Holy Eucharist with restrictions and to continue its practice of offering Matins on Sundays once or twice a month. We will continue to Zoom/post recording on Youtube for worship. The Agapé Gathering will return to in-person worship with modifications coming to the table together (picnic style byo rather than shared food). Other services and activities will be limited to 50 persons with social distancing, depending on whether we are using the church (38 max.) or hall (50 max.). The restrictions on office building use will be relaxed while still maintaining physical distancing.

During phase 3, rentals and user groups will be allowed to use the facilities with the provision of a safety plan and cleaning protocols for their members and with the signing of a waiver of liability for the parish.

## Appendix B

### Questionnaire and Application for Re-opening St. Martin, North Van. to In-Person Gatherings

*This questionnaire/application is intended to guide your Parish through all of the steps and decisions you will need to make to move ahead safely with your proposed return to in-person gathering. It will also be used as a guide to allow the Archbishop's Office to consider your request for authorization, including any suggestions that staff may have to assist you in moving ahead. **The application includes questions related to both Phases II and III and need only be submitted once.** The Archbishop's Office will notify all Parishes when it is permissible to move to the next phase. **Please submit your application 10 days in advance of the date you would like to re-open.***

#### Background

1. Have you reviewed the following documents, and considered how this guidance may impact your plan to re-open to in-person worship and other gatherings?

1. "The Re-Opening of Churches in the Diocese of New Westminster" (the full document to which this questionnaire is attached) (the "**Re-Opening Plan**")

Yes

2. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))

Yes

#### Parish Authorization and Approval

2. Have the "Responsible Persons" of your Parish (as defined in the Canons of the Diocese) reviewed and approved your proposal to initiate this plan. (For incorporated parishes: Priest-in-Charge, Church Wardens, and Trustees. In addition, it may be appropriate to consult with your parish's Parish Council.)

Yes

Please list the names of the "Responsible Persons" who have reviewed and approved your plan.

The Venerable Stephanie Shepard	interim priest-in-charge
Howard Dallimore	warden
Ann Hasle	warden
Kathie Boyd	warden

Jennifer McGregor-Greer	elected trustee
Harold Nelson	elected trustee
Heather Rhodes	elected trustee
Jeremy Triggs	elected trustee

### **Date for Re-opening**

3. On which date are you applying to re-open?

July 5, 2020 (soft opening for training), July 12, 2020 first public service

### **Preparing the Church Building for Re-entry**

4. What (specifics) will you do to prepare the church building for re-entry at Phase II and wider use at Phase III? Who will do this work?

#### *Clearing*

- All non-essential items removed from worship space and common areas, including temporary storage of font and paschal candle and all prayer books and hymnals from pews
- All soft furniture unable to be cleaned (old couches and chairs) permanently removed from meeting room and music room
- Cloth paraments kept to minimum for Trinity season
- Children's area cleared of communal toys and materials and table temporarily removed to make room for "family pew" area during services

#### *Cleaning*

- Cleaning has been maintained weekly by janitorial service for all sections of the building (used or not). Areas of the building that have been accessed will receive special attention cleaning on Saturday July 4, 2020, including ongoing sanitizing of all switches, doors, rails, pews, and bathrooms
- Daycare tenant contracts cleaning services for their designated portion of the facilities (lower hall). The daycare will not be using the upper hall or any shared spaces and has own entrance. They are currently closed but are considering reopening July 2020.
- The areas of the facilities being used on Sunday mornings will not have other groups during the week. They will continue to be cleaned on Saturdays with revised work order paying special attention to surfaces

#### *Clarifying*

- Signage posted exterior to building directing comers to main entrance of church

- Signage posted in north parking bays to encourage parishioners to leave stalls for less mobile members
- Pews will be marked with painter's tape to designate safe and properly distanced seating, with special attention to the seating of mobility impaired on centre aisle
- Doors will be "one way" entrance or exit and be clearly colour-coded (green for entry, red for no entry)
- Arrows on floor will show paths that will minimize crowding and crossing. The centre aisle in the nave is planned to be the way "in" to the seats (towards the altar). The two side aisles will be marked as the way "out" (towards the main door exit)
- A long narrow table will divide the narthex in two to channel people in one way and out the other side
- The interior stairway down to the office area and lower bathrooms will be blocked with a moveable cart and signage removed

### *Communicating*

- This plan will be posted on the parish website and the bulletin board in the outside lych gate
- A summary of this plan will be communicated to all parishioners through the weekly Friday e-newsletter and by post for two weeks leading up to the re-opening
- Liturgical leaders and people involved in worship will be briefed
- There will be a soft opening for those who will be helping with the liturgies: sidespersons, musician(s), readers, intercessors one week in advance of first public service

### **Sunday Worship**

5. What is your Sunday worship plan for Phases II and III? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or online) for Phases II and III?
  - Phase II: 10 am Matins service from the Book of Common Prayer 3 out of 4 Sundays a month, with more BAS Morning Prayer on the 4<sup>th</sup> Sunday. If needed, St. Martin's can re-institute the 8 am service as an early Matins, but at this point we do not foresee exceeding our capacity at the 10 am service, given our number of seniors who will probably continue to join us remotely through Zoom. The sung part of the liturgist would be by presider, musician, and soloist only
  - Phase II: 4:30 pm Agapé gathering on the 1<sup>st</sup> Sunday of the month will be online by Zoom for July and probably August or September as phase 2 continues
  - Phase III: resumption of 8 am holy communion BCP weekly with observed restrictions and 10 am liturgy of 1<sup>st</sup> and 3<sup>rd</sup> Sundays BCP Communion, 2<sup>nd</sup> and 5<sup>th</sup> Sundays Matins, and 4<sup>th</sup> Sundays BAS Communion. (see also question 7)
  - By phase III we would like to gather in-person for the Agapé gathering on 1<sup>st</sup> Sundays at 4:30 pm observing restrictions around food: instead of bringing appetizers and drinks to

share we would have bring-your-own snack and drink, with commercially portioned beverages and snacks for visitors.

6. How many people can your worship space or the space(s) where you intend to hold worship accommodate while complying with the requirements set out in the Re-Opening Plan, in households sitting two metres apart in all directions? (Must be no more than 50, including clergy or laity serving).
  - The parish church can hold 32-34 in pews, plus 4 in the chancel (priest, organist, videographer, and soloist). We have designated the small pew in front of the lectern for the reader and a large pew at the rear for households of more than 3 persons
7. Will it be necessary to modify where you worship, the position of furniture in the worship space or the way the space is marked to assist those attending in maintaining social distancing? If so, how?
  - For phase II Matins no repositioning of furniture is necessary. The pews will be marked off for designated seating 2 m apart (see accompanying diagram). Arrows and signage will indicate directions for access and egress.
  - For phase III, the host will be consecrated at the altar but the priest will bring the blessed wafers down to the chancel step for people come and receive standing. Sidespersons will direct one-way traffic flow to receive (up centre aisle, down sides). Hand sanitizer will be available to those coming up for communion
8. How will you undertake training with your Greeters and what will you train them to do?
  - A written role description has been prepared by the Leadership team and given to Sidespersons who are healthy and young enough to help in phase II
  - Revised role descriptions for reader/intercessor, musician, priest, soloist, videographer, and altar guild have been prepared and is in the process of distribution
  - These persons will be briefed and then brought to the building for a rehearsal of duties in small groups
  - Masks will be mandatory for all worshippers. People may bring their own masks but disposable masks will be supplied at the door
  - one masked and gloved greeter will stand outside the main doors (under the eaves if it is inclement) and hand out masks and proffer sanitizer directly into people's hands as they come to the door. That greeter will have eye contact with a second greeter inside the narthex, and monitor when to invite that person inside.
  - The second greeter will, from a social distance on the other end of a table, check parishioners off on a list or fill out a form for visitors with their name and contact information. He/she will then direct the worshipper to the nave to take a seat from the centre aisle
  - the sidespersons or their designate will also be trained and responsible for escorting a worshipper with urgent bladder issues to the hall, unlocking the door, and taking them

to the designated stall of the upper hall bathroom. After waiting outside, they will wipe the stall door handle, toilet handle, and sink faucets with a sanitizing wipe, then escort the individual back to the church. A basket with extra p.p.e. and cleaning supplies will be stationed in the narthex for this purpose

9. What is your music plan for worship during Phases II and III?

- St. Martin's is a parish that cherishes the choral tradition that accompanies the Book of Common Prayer, including psalmody and the canticles. Recognizing the health risks at this time for choral singing, the parish proposes the following for phase 2 (and maybe 3):
  - i. Instrumental preludes and postludes on organ or piano by the church musician
  - ii. Soloist singing the canticles of Matins (Venite, Te Deum, Benedictus) from the back choir pew furthest from the congregation and facing diagonally (see diagram)
  - iii. Soloist to offer office hymn or anthem as appropriate (no words printed in bulletin so people aren't tempted to sing along)
  - iv. Presider to sing Versicles and Responses, with people's role by musician and soloist
  - v. Instead of sung psalm (we love Anglican chant!) we are willing to try saying it antiphonally to include the congregation
- We are hopeful that by phase 3 we might be allowed to hum or sing through our masks at least!
- We are trying to find creative ways to offer an Evensong or Hymnsings virtually, and would love to work towards a couple of summer offerings outdoors in the parking lot or memorial garden

10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?

1. Worship leaflets/bulletins

- Bulletins printed and placed on seats in designated spots on day of printing (72 hours prior to service). Parishioners encouraged to take them home afterwards or to drop them in designated recycling bin on the way out (which will be quarantined until Tuesdays before emptying). Any left in pews will be collected after the service by a gloved sidesperson and added to recycling bin
- Bulletins mailed out to parishioners spend two days in the post and should not prove a hazard after being packed by sanitized hands

## 2. Prayer Books, Hymn Books (if used)

- None being used. They are all removed from the pews. Parishioners who have requested are able to take a prayerbook or a hymnbook home with them. They will be left in a labeled zip-lock bag outside the outer office door by request

## 3. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.

- During phase 2 the altar, pulpit and communion rail will not be used and the sanctuary will not be touched except by the altar guild members changing flowers. We are encouraging those who have signed up to give flowers in memory or celebration to take them after the service and enjoy them or gift them themselves
- Pews, pulpit, lectern, kneelers will receive a weekly cleaning on Saturdays and a sanitizing after the Sunday morning service. The worship space will not be used during the week in phase 2
- In Phase 3 the altar will be set by the altar guild member after washing and sanitizing hands. The priest will wash hands before the service, and sanitize at the offertory and before distribution, as well as the end of the service. The elements on the altar will be covered by a purificator except for the elevation
- Communicants will receive standing at the chancel step and will not use the communion rail
- Collection plate: to be on the small credence shelf at the entry of the nave. People will be encouraged to make their offering upon entry. Spare offering envelopes will be available beside it but no pen. There will be no passing of the plate. One sidesperson will bring up the plate with gloved hands. An explanation in the bulletin will tell givers that all offerings are blessed, whether they come forward to the altar or not, and that people are welcome to mail in their offering or drop it in the donation box on the way out

## 4. Bathrooms

- In Phase II The lower office bathrooms will be out of bounds. They will be sanitized after each use by the user (one of the few with access during the week) and cleaned weekly
- In Phase II the hall bathroom will be out of bounds except for emergency use as outlined above. It will be sanitized by the sidesperson after use and double-checked after the service by a volunteer. It is cleaned weekly. If the tenant church resumes worship in the parish hall, they will be responsible for their own cleaning of this bathroom before and after they meet on Sunday afternoons, Tuesdays, and Fridays. The bathroom will be cleaned again by the janitorial service before the parish re-gathers the next Sunday.

## 5. Other common spaces or high-touch areas

- The main doors of the church and the interior doors will be propped open so that there is no need to touch them before, during or after worship. The "in" door to the church

will be closed at the end of the service to discourage people to go back through it to the exit. It will need to be watched by a sidesperson for accidental touches (wipes available in the narthex if needed)

- Kitchens: tea kitchen in office area off-limits to all except parish administrator and priest or individuals with access to offices who have given prior notice of use. Main parish hall kitchen only available to Good Stewards Korean Church under provisions of provincial health authority according to their safety plan

11. How and who will you sanitize worship and other spaces between any worship services?

- If there is only one service on a Sunday and one group using the church, we are able to let the surfaces lie fallow for the week. If however, we move to two services on a Sunday morning, we will designate a volunteer to clean the backs and seats of pews, light switches, knobs, and the lectern and microphone

### **Other Forms of Worship or Prayer**

12. What other forms of worship or prayer do you intend to offer in Phase II and III (weekday in-person worship or online worship)? How will you provide for physical distancing in any in-person weekday worship?

- Online Zoom group on ways of prayer in process

### **Office Building Use**

13. What is your plan for those working in the Church Office during Phases II and III?

- Temporal segregation of people using office: Monday volunteer 9-12; Tuesday, Wednesday and Friday parish administrator 8:30-3 pm; Thursday bookkeeper; musician has access in evenings. All are following sanitizing protocols at beginning and end of time for doors, switches, office equipment, tea kitchen, and bathroom
- Priest has separate office adjoining parish office and physically distances from parish administrator and office volunteer Monday, Tuesday, Wednesday. Priest is following sanitizing protocols at beginning and end of time for doors, switches, office equipment, tea kitchen, and bathroom
- Tea kitchen in lower office area restricted to those with access to office. Physical distancing and sanitizing of equipment, supplies, and cupboards touched before and after usage. During phase II and III tea kitchen is off-limits to non-church groups
- Visitors and trades are required to phone first and make an appointment for a site visit. They are to come to outside door and phone office for entry and to report what parts of the building they will be using/need access to. Trades are to be asked for company protocols on distancing and sanitizing work surfaces. Parishioners/volunteers need to sanitize themselves or report to office what areas they touched in building for further cleaning if needed before another person can use
- A log of visitors and trades will be kept by the office

14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

- continue use of meeting by Zoom and using telephone and email to connect for Phase II
- possibility of distanced meetings for Leadership Team in Phase III, possibility of distanced meetings for parish council if meeting room continues to meet special requirements for a group of 12

### **Fund-raising**

15. What are you doing or will you be doing in Phases II and III to support financial giving to your operating fund or towards special needs?

- Use weekly e-newsletter with financial updates
- Continue encouraging ways to give with clear descriptions of giving options
- Special needs appeal (if needed) through mailout and phone
- Giving has remained stable during the months when the building has been closed through good communication, community good will, and boost from diocesan sources to offset rental losses. The daycare has continued to pay monthly amount

### **Phase III ONLY**

#### **Phase III - Introducing in-person Holy Eucharist**

16. What is your plan for introducing and managing Holy Eucharist (should you choose to do so in Phase III), paying particular attention to sanitization and physical distancing?

- Holy Eucharist will be re-introduced in Phase 3 with modifications for celebration and distribution:
- Continued emphasis on no touching or moving from pews except to receive communion, e.g. during passing of peace
- Continued physical distancing in liturgy
- Continued format for cantored rather than congregational singing IF NECESSARY using priest, musician, and soloist
- Gospel read from chancel step instead of in the middle of the centre aisle
- Preparation of table by priest rather than server
- Collection plate brought to altar rail by gloved sidesperson to be placed on altar and remains on altar until end of service (not elevated by priest)
- Priest sings Sursum Corda and is answered by cantor
- Elements covered by purificator until point of elevation in Eucharistic Prayer
- Following protocols, priest re-sanitizes, dons mask, and then brings consecrated wafers in bowl to chancel step
- Congregation invited up centre aisle single file by sidespersons, receives standing by wafer dropped into outstretched hands, then returns to seat via side aisle. If turns are

taken from left and right sides of pews, there should be adequate physical distancing in movement

- Priest returns to altar, disposes of mask in receptacle, re-sanitizes, and consumes consecrated bread and wine
- Ablutions are done and vessels moved to credence table in sanctuary by server after priest has retired to seat in sanctuary
- At dismissal, congregation are reminded to leave by side aisles and rear one-way exit through narthex to outside. They are reminded to take their bulletins with them and put them in recycling bin near main door if not taking them home. One-use masks are to be disposed of in the garbage container near the main door
- Priest is to go directly to sacristy to remove eucharistic vestments rather than stand by door and greet
  
- The Agapé Gathering on 1<sup>st</sup> Sundays at 4:30 pm practices table fellowship with scripture, reflections, and prayer. For Phase 3, the plan is to resume meeting in person with provision for people to join by Zoom. The nave will be set up to allow for physical distancing around a table. Every participant will be encouraged to bring their own portion of drink and snack rather than shared plates. There will be commercially packaged portions for visitors. There will be contemplative instrumental music (live distanced musician or recorded music or a mix) rather than singing if congregational involvement still poses a risk

### **Phase III - User Groups and Rentals**

17. What is your plan in Phase III for re-opening the building to any user groups?

- community groups are required to have a cleaning and safety plan and sign a waiver provided by the Church
- community groups who have paid for the full month of March will get a credit
- continuing community groups who pay monthly will get first refusal on their original time slot but may have to make adjustments to meeting times to leave enough opportunity for sanitizing before and after
- community groups will be restricted in numbers and activities in accordance with public health authorities

18. What is your plan in Phase III for re-opening the building to rentals?

- tenants (Good Stewards Korean Church, Lil Bloomers Daycare, SMP) will be required to establish cleaning and safety plan in accordance with public health authorities and sign waiver provided by the Church
  
- Lil Bloomers Daycare will use designated lower hall and playgrounds. They will not have use of the upper parish hall until phase IV.

- Good Stewards Korean will be restricted to using the upper parish hall, kitchen, and two stalls of the hall washrooms (the 3<sup>rd</sup> being reserved for parish use on Sunday mornings). The kitchen may only be used as health authorities insofar as the health authorities allow the preparation, serving, or consumption of food for the group gathered. Materials and equipment currently stored in the nursery will be transferred to 2 rolling carts in the upper parish hall with closet space as available. A negotiated new agreement for building use during phase III will include an adjusted monthly amount.

- SMP (local community theatre company) unlikely to restart until gatherings rise above 50 people, however we are currently in discussion about possibilities for managing practices and productions

### **Phase III - Formation, Fellowship and Pastoral Care**

19. What is your plan for any in-person formation activities/offerings for adults?

- plan to resume in-person Bible studies and courses in the fall at the church using meeting room for social distancing with provision for people to join in by Zoom

20. What is your plan for any in-person formation activities/offerings for children or youth?

- Phase II and III: no in-person activities. Younger members will be provided individual activity packs in sealed zip-lock bags that they can take home after the service

- cooperative events outside building possible around major festivals, e.g. park cleanup at Thanksgiving

21. What is your plan for hosting in-person fellowship?

- resumption of fellowship time after church in parish hall with social distancing when appropriate

- beverages served by coffee hour volunteers through serving hatch with gloves, commercial or previously frozen treats served from hatch with tongs to compostable small plates

- Meeting room will be set up to enable social distancing. Sanitizing area before and after use.

22. How will you be handling any in-person pastoral care in Phase III?

- depending on status of care facilities where parishioners reside, resumption of once a month pastoral visit by clergy, supplemented with phone and mail contact through parishioners
- counselling at parish office or public place, e.g. nearby Starbucks, or going for a walk

### **Service and Outreach**

23. What is your plan to support existing or re-open outreach programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Synod Office?

- Resumption of non-perishables gathered for local Food Bank donation
- Openness to sharing hall or parking lot facilities with health authorities for testing, vaccination clinics or other health initiatives

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here)

n/a

### **Other**

25. If someone who has attended in-person worship at your Parish contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?

- The parishioners who attended that worship service will be informed a person who attended has contracted COVID-19 and therefore they will be contacted by the Coastal Health Authority as per provincial policy. They are to immediately self-isolate, including the worship leaders and to follow all instructions from health authorities
- The leadership team (clergy and wardens) will keep in telephone/email/video contact with all isolated individuals for pastoral care
- the church building is immediately closed for deep cleaning, with posted signage and notice through email, website, phone
- the worship services will revert to online only for 14 days (or be led by a parish volunteer who was not present at the affected service if this is feasible)
- office personnel may use the lower offices and areas that were not open to the public during the worship event as long as they did not attend the affected service
- other groups may use parts of the building that were not used during the affected service

26. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?

There is a recognition at St. Martin's that certain aspects of the interim process may be difficult to attend to during the next phase of the re-opening plan until such a time as we are able to invite discussion amongst members who do not have access to electronic means of communication.

Signature of Responsible Persons

The Ven. Stephanie Shepard

\_\_\_\_\_  
*Signature* *Date*

Howard Dallimore (Warden)

\_\_\_\_\_  
*Signature* *Date*

Ann Hasle (Warden)

\_\_\_\_\_  
*Signature* *Date*

Kathie Boyd (Warden)

\_\_\_\_\_  
*Signature* *Date*

Jennifer MacGregor-Greer

\_\_\_\_\_  
*Signature* *Date*

Harold Nelson

\_\_\_\_\_  
*Signature* *Date*

Heather Rhodes

\_\_\_\_\_  
*Signature* *Date*

Jeremy Triggs

\_\_\_\_\_  
*Signature* *Date*